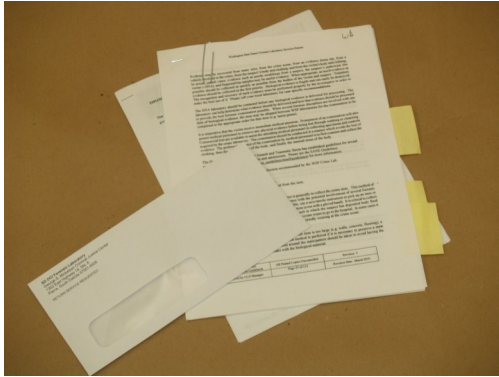
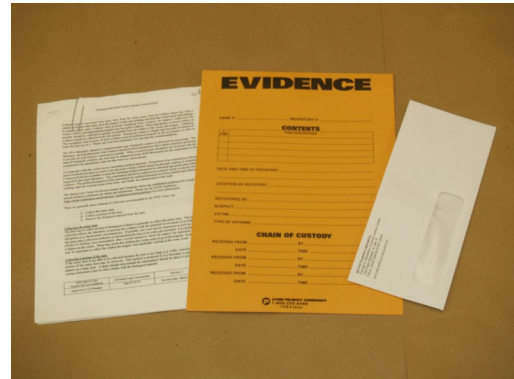


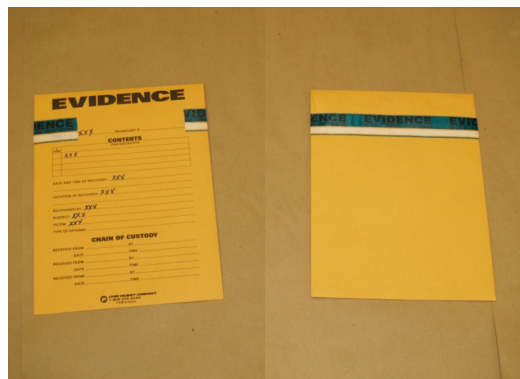
# DOCUMENTS



Mark the document with identifiers in an inconspicuous location.



Seal evidence in an appropriately sized plastic bag. However, if the document is a photocopy, package in paper as the plastic may leach the ink.



Seal the envelope with evidence tape and correctly fill in the information.

- Fill out the needed information prior to inserting the document into the envelope to prevent leaving unintended impressions.
- Tag should identify items as “Known/Standard/Example” or “Unknown/Questioned”.
- Do not fold, tape, cut, or otherwise alter the document.
- If item is to be fingerprinted, place in paper bag and seal with evidence tape.
- Known samples should be marked with identifiers and numbered in the order written.

## Helpful Tips

- If moist, air dry in a Drying Locker prior to packaging.
- If charred or burned, package in a rigid container between layers of cotton. Label as FRAGILE.